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THE MONTANA PUBLIC WELFARE FUNDING SYSTEM

AUG 22 '77

STATE COMMISSION ON LOCAL GOVERNMENT

STAFF PAPER

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Montana has traditionally placed the responsibility for public welfare assistance costs on the county government level. The 1889 Montana Constitution stated it was the duty of "several counties" to provide welfare to those in need. Until 1935, when the Montana Relief Commission was created to help with assistance costs, the counties were required to fund the total cost of welfare programs. The Relief Commission was discontinued in 1937, when the State Department of Public Welfare was formed by the Twenty-fifth Legislative Assembly.

The new department was to administer the Montana Public Welfare Act enacted the same year, which allowed the state to participate in receiving federal grant monies from the 1935 Federal Social Security Act. The Public Welfare Act also provided for a joint effort in public welfare activities with a state-supervised, county-administered public assistance program.

The department was renamed the Department of Social and Rehabilitation Services under the Executive Reorganization Act of 1971. The state department now has general supervisory authority over the direct administration by county departments of public welfare of all Economic Assistance and Social Services programs. It has the responsibility for:

(a) Administration or supervision of all forms of public assistance, child protection and child welfare, including the provision of medical care payments for public assistance recipients;

(b) Administration or supervision of all child welfare activities including the location of displaced children, licensing and supervision of private and local child-caring agencies, and the care of dependent, neglected, and delinquent children in foster family homes, especially children placed for adoption or those of illegitimate birth;

(c) Provision of consultant services to private institutions providing care for the needy, indigent, handicapped, or dependent adults;

(d) Cooperation with other state agencies in providing for services to the blind, including the prevention of blindness, the location of blind persons, medical services for eye conditions, and vocational guidance and training of the blind;

(e) Provision of services to county governments regarding the organization and supervision of county departments for efficiency and economy in the administration of public assistance functions;

(f) Prescription and maintenance of minimum standards and salary rates for public assistance personnel in state and county departments, establishment of rules and regulations to maintain such standards, provision to county boards of lists of qualified personnel available for appointment, and development of policies relating to educational leave of employees of the department and staff development needs of department employees;

(g) Assistance to and cooperation with other state and federal agencies, by the performance of services in conformity with the purposes of the Montana Public Welfare Act.

Executive reorganization did not change the county role in public welfare. The boards of county commissioners still comprised the boards of public welfare. The boards of public welfare are responsible for:

(a) Establishing local policies and such rules and regulations as are necessary to govern the county department and local administration of public welfare except that all such policies and rules and regulations must be in conformity with general policies and rules and regulations established by the state department;

(b) Reviewing the determination of eligibility and amount of payment to or on behalf of individuals made by the staff of the county department for conformity with the aforesaid rules and regulations.

County and state governments are presently intertwined in complex patterns of program regulations and financial matching requirements in the provision of economic assistance programs. Each program has mandated funding formulas with the county, state and federal levels sharing program costs in varying percentages. These complicated funding mechanisms require a monthly determination of the proportion of the total program costs to be borne by each level of government. Recent U.S. Supreme Court decisions prohibiting both states and counties from utilizing residency requirements as a precondition for eligibility to receive assistance have further increased program costs.

The county and the state share 50-50 in paying the county department's employee salaries, benefits and travel costs. Because both the county commissioners and the Department of Social and Rehabilitation Services are involved in the employment of personnel, ambiguous lines of authority and responsibility for welfare department employees results. Since county welfare departments are legally required to administer these programs in accord with state and federal regulations, many argue the present situation leaves counties with real authority in only one area: the review of eligibility determinations.

The 1972 Constitutional Convention intensively debated the issue of whether the state or the county level should be made responsible financially and/or administratively for public welfare assistance.

Testimony presented on the issue indicated that Montana welfare recipients tended to converge in the larger cities where assistance services were better in both quality and quantity, and job opportunities more numerous. This convergence tendency has created an unequal distribution of the funding responsibility among counties for economic assistance programs. Property owners in counties with larger cities offering more services are taxed at a higher rate than their counterparts in adjacent, less populous counties (presumably with fewer welfare recipients), in order to pay for the increased number of welfare recipients residing in their county. Since the county portion of all welfare programs is financed by mill levies (poor fund, general fund), local governments are forced to rely on a very inelastic and inequitable source of revenue - the property tax.

The merits of transferring welfare assistance responsibility to the state were discussed. The Constitutional Convention decided, however, that the legislature should determine at what level welfare assistance should be provided. It was felt this was the least restrictive alternative that could be included in the Constitution. Consequently, Montana's 1972 Constitution (Article XII, Section 3) states:

> The legislature shall provide such economic assistance and social rehabilitation services as may be necessary for those inhabitants who, by reason of age, infirmities, or misfortune may have need for the aid of society.

Actions of legislatures since the adoption of the Constitution have gradually granted more authority to the state for welfare assistance activities. These changes reflect the national concern to find methods to improve the delivery of human services. In recent years, federal mandates and state regulations have placed increased responsibility on local governments for assistance. Unfortunately, many times the efforts of local governments have been unequal to the task of providing adequate services under these circumstances.

An alternative to assure more uniform and equitable provision and financing on economic assistance programs in Montana is for the state, as represented by the Department of Social and Rehabilitation Services, to assume all administrative and financial responsibility. State assumption of financial and administrative responsibility for welfare activities is not a new concept. In 1975, thirty-six states had state administered and financed public welfare programs, and twelve states had county administered programs. Only three states - Montana, North Dakota, and New Jersey - had both a state - county administered and financed program of public welfare.

In states with large populations, the decision to authorize state assumption of these programs has resulted from the excessive workload placed on welfare workers at the local level by a myriad of state and federal regulations. Unable to keep abreast of statutory and regulatory changes and to provide adequate services, the local governments in these instances have sought assistance from the state level by requesting that the state assume the responsibility for welfare activities.

Counties in Montana would soon realize a number of changes if the state were to assume administrative and financial control for economic assistance programs.* Monthly calculations of county and state program costs would no longer be required, thereby eliminating a considerable amount of bookkeeping and the opportunity for error. Financing of economic assistance programs would be accomplished by a legislative appropriation statewide. Economic assistance programs would, as a result, be financed by a more progressive tax, the income tax, on an equalized per capita cost so that no one would be overburdened. Eligibility determination would be more uniform throughout the state because the equalization of the financing of program costs would eliminate the practice of some counties saving money by sending applicants to other counties for assistance. All county employees would be employed by and directly responsible to the Department of Social and Rehabilitation Services; lines of authority would be clarified and the determination of eligibility would be more uniform.

The shift of welfare assistance responsibility itself from the local to the state level could be perhaps the most important issue in state assumption. Local government officials have repeatedly charged that their function in welfare activities has been merely to "rubber stamp" decisions that have already been made at the state or federal level; that the prerogative of local government officials has been emasculated to this extent is, however, debatable. The involvement of local government in welfare activities is a strong tradition in Montana, with local government often considering itself one of the last bastions against complete state control.

The Local Government Human Services Study has focused its research efforts on this issue, and with this report provides an overview of the current public welfare funding system at both state and county levels. This report is the first in a series that will provide information on the various aspects of the state assumption of economic assistance programs alternatives.

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*Economic assistance programs include: Aid to Families with Dependent Children, Medical Assistance, Non-Resident General Assistance, Homemaker Services, Foster Care, and Food Stamps.

SUMMARY OF THE WELFARE FUNDING SYSTEM

1. Montana's Constitution requires the Legislature to provide economic assistance, and social and rehabilitation services to those in need. The State Department of Social and Rehabilitation Services and the County Departments of Public Welfare provide these services to those people who apply and are found eligible.

2. The County Welfare Director makes Budget Recommendations for the coming fiscal year as requested by the County Clerk and Recorder to cover program costs and other expenses necessary to run the County Department of Public Welfare.

3. The Department of Social and Rehabilitation Services' Budget section, Fiscal Bureau and the Field Services of the Economic Division may provide information to aid the county director in his budget preparation.

4. The County Welfare Director gives his Preliminary Budget to the County Clerk and Recorder for inclusion in the complete County Preliminary Budget.

5. The complete County Preliminary Budget is presented to the Board of County Commissioners.

6. The Board of County Commissioners makes any revisions deemed necessary.

7. The County Preliminary Budget is then sent to the Department of Community Affairs and the Department of Revenue for approval. A copy of the Poor Fund section of the County Preliminary Budget is sent to the Department of Social and Rehabilitation Services' Budget Section and Fiscal Bureau to check for adequate funds to cover reimbursements.

8. The Board of County Commissioners prepares the Final Budget, checks for adequate funds to cover expenditures, makes any necessary changes; approves and adopts it.

9. The Board of County Commissioners sets the required tax levies for the Poor Fund Budget. (The Poor Fund has a 13 1/2 mill levy limit.)

10. The Final County Budget with the required tax levies is sent to the Department of Community Affairs, and a copy of the Poor Fund section of the Final Budget is sent to the Department of Social and Rehabilitation Services.

11. The new Fiscal Year begins and the Budget goes into effect.

12. An applicant for welfare services comes to the County Department of Public Welfare.

13. The County Welfare Office Eligibility Technician determines if the applicant is eligible to receive any services.

14. The applicant is found eligible to receive Aid-to-Dependent Children Assistance, and may also receive services from a County Social Worker.

15. The County Eligibility Technician sends the applicant's name and the amount of assistance he is to receive to the Department of Social and Rehabilitation Services' Data Processing Bureau.

16. The Department of Social and Rehabilitation Services' Data Processing Bureau prints out on a monthly basis a "Warrant Register" listing all the names of clients that are to receive money payments, and the amount of assistance they are to receive.

17. The "Warrant Register" is sent to the County Welfare Office near the end of each month to be checked for correctness.

18. The County Welfare Office sends any necessary corrections on the "Warrant Register" by letter or telephone back to the Department of Social and Rehabilitation Services' Fiscal Bureau, prior to the issuance of the monthly assistance warrants.

19. The Department of Social and Rehabilitation Services' Fiscal Bureau sends out warrants to each client for the amount of assistance he is to receive based on the information contained in the "Warrant Register."

20. Each month the Department of Social and Rehabilitation Services' Fiscal Bureau and the Statistics and Research Bureau receives forms from the County Welfare Office.

21. The County Welfare Office and/or County Clerk and Recorder prepares the necessary report forms concerning such areas as: how many persons are in a program, the payments they receive, administrative costs, postage, and so forth.

22. The report forms are sent from the County Welfare Office and/or County Clerk and Recorder to the Department of Social and Rehabilitation Services' Fiscal Bureau for compilation.

23. The Department of Social and Rehabilitation Services' Fiscal Bureau calculates the credits and billing items for each county for services rendered to it by the Department of Social and Rehabilitation Services. This includes the figuring of costs in such areas as salaries and assistance payments that are shared between the county, the state, and the federal governments.

24. The Department of Social and Rehabilitation Services' Fiscal Bureau sends a "County Services Invoice " to each county which lists the credits and billings. The total amount the county owes the state, or vice versa, is shown and explained.

25. The County Welfare Office receives the "County Services Invoice" and checks it for errors.

26. The County Welfare Office sends the "County Services Invoice" to the County Auditor (if the county has one, otherwise it goes directly to the County Clerk and Recorder's Office) for payment.

27. The County Auditor (if any) signs the "County Services Invoice" after examining it, and sends it to the Board of County Commissioners for approval.

28. The Board of County Commissioners acting as the Board of Public Welfare approves or disapproves the payment of the "County Services Invoice" total from the County Poor Fund. The Board of Public Welfare also reviews the eligibility determinations for individual applicants made by the personnel of the County Department of Public Welfare to check for compliance with state and federal rules and regulations.

29. If the Board of County Commissioners approves payment of the "County Services Invoice", the "Invoice" is sent to the Clerk and Recorder's Office.

30. The Clerk and Recorder's Office makes out a County Warrant for the payment amount payable to the Department of Social and Rehabilitation Services.

31. The Clerk and Recorder's Office then sends the warrant to the County Auditor (if any).

32. The County Auditor is responsible to see that the warrant is mailed to the Department of Social and Rehabilitation Services.

33. The Department of Social and Rehabilitation Services receives the payment and deposits it in the County Reimbursement Revolving Account in the County Revolving Fund of the State Treasury account.

THE COUNTY WELFARE BUDGET PROCESS

THE COUNTY WELFARE BUDGET PROCESS

The County Department of Public Welfare is responsible for administering locally all forms of public assistance and welfare operations in the county in accordance with state and federal rules and regulations.

1. Before June 1st, the county welfare director draws up the County Department Budget Recommendations as requested by the County Clerk and Recorder for the coming fiscal year. Generally the breakdowns include the following: (See attachment A for a copy of a Preliminary Budget.)

   A. SALARIES: County welfare department employees are considered to be state employees, the county director must receive state authorization for the number of full-time employees (FTE)* he may have on staff. The Department of Social and Rehabilitation Services makes a request to the Legislature for a certain number of FTE positions, which includes the number needed for the county offices. Only the number of FTE positions authorized may be filled.

      Some counties share with each other such personnel as county directors and certain clerical help. To compute how much each county will pay for the shared personnel, use the example that three counties share the service of one welfare director. The total number of welfare office employees is 40 for the three counties together. If one county has five employees, it will be 5/40 of the director's total salary. This method of computation is used by most counties sharing positions.

      a. The county pays 50% of the cost of salaries for the county welfare office employees except in the case of Homemakers, where the county pays 12.50%.

      b. Benefits which include the Public Employees Retirement System, unemployment, social security, and hospitalization are also included.

      c. The state with reimbursement from the federal level provides the necessary funds for the remaining 50%.

      It should be noted that the amount budgeted for "Salaries" is the only account in the County Poor Fund that cannot have funds transferred out of it.

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*FTE is the abbreviation for "Full-Time Equivalent." For example, a bureau in a state department could receive authorization from the Legislature for 5.4 FTEs. This would mean the bureau could hire five full-time employees, and one employee who would work part-time for .4 of the amount of hours as a full-time person.

B. TRAVEL: The county pays 50% of these costs, except in the case of those people who work as Homemakers. The county share of Homemaker travel is 12.50% of the total. The state with reimbursements from the federal level provide funds for the remaining amounts.

C. AID TO DEPENDENT CHILDREN: This program is budgeted on a projected number of case loads with the county responsible for 12.26% (this is one-third of the non-federal share) of the total cost of such assistance. The county does not provide any funds for non-residents and ward Indians on this program, as the state and federal levels pick up these costs. The federal matching share for the ADC program changes each biennium, so the state and county funding shares usually change each biennium, also.

D. FOSTER HOME: Counties are responsible for 50% of the cost of foster homes for Child Welfare services cases, and 1/2 (currently 18.39%) of the non-federal share for Aid-to-Dependent-Children cases. The county provides no funds for non-residents and ward Indians. The state with federal reimbursements provides the funds for the remaining amounts due.

E. AID TO DEPENDENT CHILDREN WITH UNEMPLOYED FATHERS: This program is budgeted on a projected number of case loads with an average monthly assistance grant. The county is responsible for 12.26% (one-third of the non-federal share) of the total cost. The county provides no funds for non-residents and ward Indians. The state with reimbursements from the federal level provides funds for the remaining costs.

F. OFFICE OPERATION: The State reimburses the County 60% for office expenses, utilities, supplies and related expenses.

G. RENT: If the County Welfare Department must pay rent for its office space this is budgeted for here. If the Department is located in a non-county building, the county is reimbursed 60% of the rent cost.

H. CAPITAL OUTLAY: The County is reimbursed 60% of the total costs in this area which may include replacing office equipment, fixtures, etc. (This does not include outlays for the Food Stamp Program.)

I. FOOD STAMP ISSUANCE COSTS: This is budgeted on a projected amount of transactions per month at about $1.10 each. The County is reimbursed 50% of these costs.

J. GENERAL RELIEF: The County provides 100% of the necessary funds for this program when the recipient is a resident. The State funds this program when the recipient is a non-resident. This program provides assistance to meet basic needs, such as food, shelter, fuel and utilities, personal needs and some medical care. This assistance is usually provided through a voucher system rather than a direct money payment.

K. COUNTY MEDICAL, BURIAL AND AMBULANCE: The County is required to have a program of medical aid and hospitalization for residents and non-residents living within the county. The County Burial Program provides burial services to the poor, and through the Veteran's Administration receives vendor payments for burial of veterans.

The County Director may use the following papers in preparing his budget recommmendations:

(a) Source of Funds for Expenditures Attributable to County Departments of Public Welfare. This lists expenditure items and the percentage of funding by federal, state and local levels. (See attachment B.)

(b) Preliminary Estimate of County Poor Fund Budget Requirements. Expenditures are listed that require budgeting as provided by the Economic Assistance Division of the Department of Social and Rehabilitation Services. (See attachment C.)

2. After June 10, the County Clerk and Recorder prepares a tabulation of the complete expenditures program and sources of revenue.

3. This tabulation is presented to the Board of Commissioners by the first Monday in July.

4. By the second Monday in July the Board of Commissioners must make any changes or additions on the tabulations with a Preliminary County Budget as a result.

5. The Preliminary County Budget is then sent to the Department of Community Affairs and the Department of Revenue for approval. A copy of the Poor Fund section of the Budget is sent to the Department of Social and Rehabilitation Services.

6. The Board of Commissioners meets the Wednesday immediately preceding the second Monday in August to prepare the Final Budget.

7. After approval and adoption of the Final Budget, the Board of Commissioners shall meet the second Monday in August to prepare the tax levy for each fund.

   Counties may levy up to 13 1/2 mills to provide for their share of the costs for all welfare assistance activities.

   State grants-in-aid are made to counties in which the 13 1/2 mills levied are not sufficient to meet their needs.

8. By September 15th the Final Budget with tax levies is sent to the Department of Community Affairs and a copy of the Poor Fund section of the budget to the Department of Social and Rehabilitation Services.

ATTACHMENT "A"

PLEASE NOTE: This Preliminary Budget comes from the Lewis and Clark County Department of Public Welfare. No uniform preliminary budget form is provided to the departments, so each department creates its own. This Preliminary Budget serves as an example of how this process might be carried out, but does not represent the form used in every county.

BUDGET RECOMMENDATION 1975 - 1976

The staffing pattern is as follows:

GRADE	
15	1 Director
14	2 Social Service Supervisors II
10	1 Eligibility Technician Supervisor
9	1 Clerical Supervisor
11	9 Social Workers
8	6 1/2 Eligibility Technicians
6	1 Receptionist
6	1 Clerk Typist III
5	2 Clerk Typist II
4	2 Clerk Typist I
6	2 Homemakers

SALARIES
(County Share 50% - County Share for Homemakers 12.5%)

Director -
$1,285.00 monthly, $15,425.28 annually. Based on the formula in the Tri-County agreement with Broadwater and Jefferson, Lewis and Clark will pay $529.64 monthly, other counties the balance.
County Share Annually - $6,355.68

2 Social Service Supervisors II -
$1,173.00 each monthly.
County Share - $1,173.00 x 12 = $14,076.00

6 Social Workers. (3 others on staff state paid) -
$811.07 monthly each x 12 = $10,680.84 annually
County Share 50% x 6
$5,340.42 x 6 = $32,042.52

1 Eligibility Supervisor -
$811.89 monthly. $9,742.72 annually
County Share 50% = $4,871.36

8 1/2 Eligibility Technicians (6 1/2 on staff but program increases indicate the need for 2 more.) -
$674.27 each monthly, $8,091.20 annually
County Share = $34,387.60

1 Receptionist)
1 Typist)
2 Homemakers)
All Grade 6
$520.21 monthly, $6,722.56 annually -
County Share 50%
$3,361.28 x 4 = $13,445.12

1 File Clerk)
1 Typist)
Grade 5
$510.47 monthly, $6,125.60 annually -
County Share 50%
$3,062.80 x 2 = $ 6,125.60

2 Typists - Grade 4 -
$465.75 monthly, $5,588.96 annually
County Share 50% =$ 5,588.96

1 Clerical Supervisor - Grade 9 -
$739.79 monthly, $8,877.44 annually
County Share 50% =$ 4,438.72

	Total	$121,331.56
Benefits:		15,572.47
PERS	5.2% = $6,309.24	$136,904.03
Unemployment	.4% = 485.33	
Social Security	5.85% = 7,097.90	
Hospitalization $5.00 monthly per employee ($5.00 x 28 employees)	= 1,680.00	
	$15,572.47 (this is 50%)	

TRAVEL

Mileage and per diem rates have increased from 12 to 15 cents per mile for travel and per diem rates from $2.00 for lunch to $3.00. If a person travels for longer periods than the working day the rate has changed from $16.00 per 24 hours to up to $16.00 for lodging plus $2.00, $3.00 and $5.00 for the three meals. The increase amounts to $10.00 more per 24 hours.

I anticipate holding the line on travel and may be able to cut the amount of travel by restricting personnel from various conference attendance.

In spite of the increased rate of reimbursement, I recommend the same budget as last year - $5,500.00

AID TO DEPENDENT CHILDREN
County Share 12.26%

In the last three years our ADC caseload has changed little. We have varied from 292 cases in 1973 to 360 cases as a high in August 1974 and right now have 301, just nine more than we had two years ago. The state as a whole is increasing the caseload.

In my opinion the load will probably increase during this next year if no policy or program changes are made.

Last year I budgeted for 260 cases. The budget for county cost was $63,789.00 and the balance at the end of June 1975 will be about $2,000.00. (The reason for the discrepancy in numbers of cases budgeted for and total caseload is because of some cases having no county residence and therefore, no county participation.)

This year I suggest a budget for 300 cases with average grant of $175.00 monthly.

Total	$630,000.00
County Share 12.26%	77,238.00

FOSTER HOME
County Share 50%

In spite of changes in the law that cause us to get more referrals from other agencies and our own as well as reluctance on the part of the Judicial System to use institutions, our foster home placements have not increased. Our service staff is doing remarkable work with families and only remove children from their homes as a last resort. We continue to average about 50 foster children in placement each month.

The legislature increased the rate of foster care this year. It goes from $90.00 per month to $125.00 for regular care for children under 13; 13 and over it raises from $100.00 to $150.00. In both cases a $50.00 clothing allowance may be added the first month in placement.

This will add $9,000.00 to our present cost. In addition we have on expensive placement in a treatment center out of state ($1,300.00 monthly) of which the county pays 10% or $130.00 monthly.

I recommend a budget of $45,000.00 for all expenses connected with Foster Home Placements.

ADC FOR UNEMPLOYED FATHERS
County Share 12.26%

This is a new program and really quite restrictive under the present policies. Montana has had no experience with it and so far has made no predictions as to how many cases would be eligible statewide. States that have operated this program report few cases as compared to regular ADC programs.

I am guessing when I recommend budgeting for 25 cases, average grant of $175.00.

Total	$52,500.00
County Share 12.26%	6,436.50

OFFICE OPERATION
Reimbursed by State 60%

Prices for office supplies are still going up and postage may also. Our "mail out" volume is increasing, in any case, which adds to the cost of monthly operation. A little added cost will also come because of adding an additional line to the phone service which seems necessary at this time.

Last year the budget for office expenses was $18,000.00 All of it was not used, however, I recommend the same budget this year.

Total	$18,000.00
County Share 40%	7,200.00

RENT

Our lease on 3,271 square feet at $3.50 per square foot runs until October 1976. The amount of rent figures out at $954.04 per month, $11,448.48 per year.

Recommended Budget	$11,448,48
County Share 40%	4,579.39

CAPITOL OUTLAY
60% Reimburseable

In the last few years we have replaced worn out items by buying a small portion of what we need each year. This year I am budgeting only for badly needed items. The exception is for adding machines. Four presently in use are four years old. They still work and we will not replace them unless they break down.

BUDGET RECOMMENDATIONS 1975 - 1976
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CAPITAL OUTLAY - Continued

The reason for this is that to clean and repair the cost is $45.00. A new one with a trade is $105.00 (less 7%). Rather than repair a four year old machine I would replace it at those prices.

4 Adding Machines	$ 416.00	with trade
1 IBM Typewriter	460.00	with trade
3 Desk Chairs	270.00	(Replacements)
4 Desks	1,200.00	(Replacements)
1 Storage Cabinet	150.00	
TOTAL	$2,496.00	
County Share 40%	998.40	

FOOD STAMP ADMINISTRATION
50% Reimburseable

Food Stamp issuance is rising each year. This past year it gained from 500 to 800 household per month. We pay the issuing office per transaction, average number of transactions has been 1,000 per month this year. (Some households buy on a weekly or bi-weekly basis.) Also, we have been paying 50 cents a transaction which is the lowest price charged in the state as fare as I know. We are changing issuing offices due to Northwestern Bank's withdrawal from our program.

I expect an increase in food stamp participation due to economic conditions and publicity of the program planned by the Agriculture Department and State Social and Rehabilitation Services. I would budget for 1,200 transactions per month at $1.00 each.

TOTAL	$14,400.00
County Share 50%	7,200.00

GENERAL RELIEF

This budget is difficult to predict because I cannot forecast the number of eligible applicants nor the length of time they will remain eligible. Our average cost this past year has been $3,000.00 monthly.

Number of eligibles could easily rise rapidly depending on the employment rate. Though last year's budget ($40,000) was adequate I recommend an increase to $45,000.00 this coming year.

Budget	$45,000.00

COUNTY MEDICAL AND BURIAL AND AMBULANCE

Last year the total for these items was budgeted at $82,000.00. The costs fluctuate so much as to be totally unpredictable. Burials and ambulance calls have increased.

For the year 1975 - 1976, State Social and Rehabilitation Services is cutting their Medicaid Program drastically which will undoubtedly have a marked effect on County Medical.

I recommend increasing the budget from the present $82,000.00 to $92,000.00.

Norman Waterman
County Director III

NW:dh

ATTACHMENT "B"

SOURCE OF FUNDS FOR EXPENDITURES ATTRIBUTABLE TO COUNTY DEPARTMENTS OF PUBLIC WELFARE

Expenditure Item	% of funding by source Federal*	State	County
Salaries & Travel			
Allocated to ADC & MA.	50.00	xxxxx	50.00
Allocated to Social Services 1/. . .	75.00	(25)	50.00
Allocated to GA, Transient, etc. . .	xxxxx	50.00	50.00
Homemakers	75.00	12.50	12.50
Indirect Costs (Supporting)	60.00	xxxxx	40.00
Administrative Costs 2/	60.00	xxxxx	40.00
Aid to Dependent Children			
Regular cases.	63.21	24.53	12.26
State & Ward Indian cases.	63.21	36.79	xxxxx
Emergency AFDC	50.00	xxxxx	50.00
Foster Care			
Regular (C.W.S.) 3/	20.40	29.60	50.00
ADC related.	63.21	18.40	18.39
Ward Indian.	63.21	36.79	xxxxx
Medical Assistance	63.21	36.79	xxxxx

*Effective July 1, 1975

1/ This percentage of "over-reimbursement" is used to finance general administration of public welfare programs, and to finance programs that receive no federal funding participation. For example, eligibility technicians do the necessary eligibility determination for the totally county financed General Assistance program. Each month the Eligibility Technicians send in a report giving the percentage of their time spent on General Assistance. That time percentage spent on General Assistance is not eligible for matching to receive federal funds.

2/ This represents county office Indirect Costs such as space costs.

3/ The federal rate of participation is 54.59% but the effective rate is less due to a limit on the federal allotment.

May 20, 1975

ATTACHMENT "C"

PRELIMINARY ESTIMATE OF COUNTY POOR FUND BUDGET REQUIREMENTS

For the Fiscal Year July 1, 197___ to June 30, 197___

_____ County

	Persons	County Monthly Share	Budget for the year 1/
Dependent Children Incl. Eligible Adults 2/	_____	_____	$_____
AFDC Unemployed Parent	_____	_____	_____
Foster Care	_____	_____	_____
Personnel Salaries	_____	_____	_____
Travel Expense			_____
Industrial Accident Premium			
Clerical (.30 per $100 of payroll)			
Traveling & Social Workers (.65 per $100 of payroll)	_____		_____
Unemployment Compensation (.004 x Gross payroll)			_____
Social Security (.0585 x Gross payroll, max 13,200)			_____
Public Employees Retirement System (.052 x Gross payroll)			_____
State Share of Employees Accident & Health Ins. ($10 ea)	_____	_____	_____
TOTAL		_____	$_____

1/ For categories, Indians and state cases excluded in county budgets.

2/ Included eligible adults are about 82% of number of families.

June 10 Estimated expenditures to be filed with County Clerk.

July 10 Preliminary budget must be completed by this date. All Counties send copies to State Department of Social & Rehabilitation Services for review by State Director.

Aug. 14 Final budget adopted and levies fixed.

THE WARRANT REGISTER AND FIRST PAYMENTS

THE WARRANT REGISTER AND FIRST PAYMENTS

The County Department of Public Welfare maintains a roster of the names of persons who are receiving financial assistance, and are paid monthly by a warrant* that comes directly from the Department of Social and Rehabilitation Services. These payments are mailed by the first of the month directly to the person's home.

If, for example, a person is eligible to receive Aid-to-Families with Dependent Children Assistance (ADC), the County Department of Public Welfare will submit an individual form to the Department of Social and Rehabilitation Services' Data Processing Bureau. These forms include the person's name and the amount of assistance he is to receive. The Data Processing Bureau uses these forms to compile the computer printed "Warrant Register," which is a roster of all the names and the amounts of assistance.

The "Warrant Register" is sent back to the County Department of Public Welfare, where the person responsible for maintaining checks on overpayments, underpayments, absence of a client's name and so forth. If any changes are required, the County Department of Public Welfare sends a letter or telephones the Department of Social and Rehabilitation Services' Fiscal Bureau explaining the corrections. Due to time retraints, the County Department corrections do not always reach the Fiscal Bureau before the assistance warrants are sent out.

The State Auditor's Office in cooperation with the Department of Social and Rehabilitation Services uses the "Warrant Register" to issue state warrants for the assistance amounts. The warrants are then sent directly from the state to the individual receiving the assistance.

The computer system is closed after the "Warrant Register" has been issued. Any overpayments are corrected at the State level by cancelling the original state warrant, and issuing a Department of Social and Rehabilitation Services' warrant for the corrected amount. If an underpayment is made, the additional amount needed will be paid by a warrant written by the County Department of Public Welfare, but issued on a State Department of Social and Rehabilitation Services bank account set up for that purpose.

An assistance warrant cannot be reduced or discontinued without a ten day notice to the person receiving the assistance. Overpayments do then result at times, but the extra amount is not collectible. The Department of Social and Rehabilitation Services tries to collect the money, and when fraud is involved, the matter is turned over to the State Legal Department and the State Department of Revenue.

If a person applies for ADC assistance, and is found eligible for benefits after the first of the month, for example April 5th; his name would not be listed on the April "Warrant Register" to receive a warrant payment

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* "Warrant" means an order directing the payment of a specified amount to the person named or to the bearer. It may be payable upon demand in which case it usually circulates the same as a bank check; or it may be payable only out of a certain revenue when and if received, in which case it does not circulate as freely.

for that month. However, the person's name would be sent into the Department of Social and Rehabilitation Services' Data Processing Bureau for inclusion on the "Warrant Register" for May, and he would receive a check from the State for his May assistance payment. The County Department of Public Welfare would write a pro-rated warrant on the State Revolving Account* to the person for the assistance due him from April 5th to the end of the month. This amount of assistance the person is eligibile to receive from the date of application, April 5th, to the end of April is referred to as the "First Payment."

If the assistance application is made near the end of the month, for example, January 27th, and approved, the individual's name will probably not appear on the "Warrant Register" to receive a warrant on the first of the coming month, February. This occurs regularly becuase additions cannot be made to the "Warrant Register" right up until the first of the month, because the warrants could not be printed for sending on schedule. In these cases, the County Department of Public Welfare pro-rates the amount of assistance from January 27th to the end of the month on the 31st. Then adding to that pro-rated amount, the amount of assistance the individual should receive for the full month of February. This total is then paid to the person by the County Department of Public Welfare on a State warrant written on the State Revolving Account. If the individual is still eligible to receive assistance for March, his name will appear on the March "Warrant Register" for payment directly from the State Department of Social and Rehabilitation Services on a State warrant.

The Department of Social and Rehabilitation Services bills the County Department of Public Welfare for its share of the "First Payment" it makes each month. This amount is reimbursed to the Department of Social and Rehabilitation Services by the County Department of Public Welfare. It is necessary to note that the funding for the Aid-to-Dependent Children Assistance program is shared between the county at 12.26%, the state as 24.53%, and the federal level at 63.21%.

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* The Department of Social and Rehabilitation Services maintains a revolving bank account in Helena for use by all of the 56 county departments of public welfare. This account is used when the county department issues a warrant on the State Department Account. Each county department receives warrant blanks for its use; the county department then sends the State Department a form each month that lists the number of the warrants that have been issued. (This form should not be confused with AD-21, Check Register, which is to be submitted daily.)

This system was devised to eliminate the problems of duplicated payments. Previously, the county departments made the "First Payment" to the client from its General Assistance fund for his immediate needs. The county department's pro-rated payment covered the client from the date of application to the end of the month. After the client's name was placed on the "Warrant Register", the Department of Social and Rehabilitation Services would make its assistance payment which also covered the period from the date of application to the end of the month. This resulted in double payments to the client for the same time period.

When the County made a payment to the client from the General Assistance fund, that payment couldn't be used to match any federal funds. Now the County uses money directly from the State Account, and that money is eligible for federal matching.

THE COUNTY SERVICES INVOICE

THE COUNTY SERVICES INVOICE

The "County Services Invoice" is sent from the Department of Social and Rehabilitation Services (SRS) to the County Department of Public Welfare each month. The Invoice itemizes the County's share of its Department of Social and Rehabilitation Services' services of the month. The letter preceding the category explanation below correspond to the category on the Invoice on page 26.

The categories included in "Billing Items" are:

A. Salaries and Benefits - The Department of Social and Rehabilitation Services sends salary warrants directly to the County Welfare Department employees. The Department of Social and Rehabilitation Services bills the County for its share of salary and benefit costs - 50% on all employees, except Homemakers where the share is 12.50%. The State and Federal levels pay the remaining amounts due.

B. Travel - The County share of these costs is 50% with the State and Federal levels paying the remaining 50% due. However, in the case of Homemakers, the County share is 12.50%, the State share is 12.50%, and the Federal share is 75.00%.

C. Foster Care - The Department of Social and Rehabilitation Services is responsible for the administration, placement, and licensing of foster care facilities. The County budgets funds for monthly payments to foster parents who care for the children in this program. Foster Care and Related Expenses are shared.

	County	State	Federal
AFDC Foster Care	18.39%	18.40%	63.21%
Regular Child Welfare Services	50.00%	29.60%	20.40%*
Ward Foster Care	0%	36.79%	63.21%

D. Assistance - The Aid-to-Families-with-Dependent-Children program costs are shared: county, 12.26%; state, 24.53%; and federal, 63.21%.

The categories included in "Credit Terms" are explained as follows:

E. Refunds from Individuals - This section includes the overpayments for Aid-to-Families-with-Dependent-Children assistance that have been collected. For further explanation see section Warrant Register and First Payments.

F. Emergency ADC - This program provides emergency aid to needy families with dependent children who are victims of a disaster such as fire. The aid may consist of money payments, food, clothing, shelter, utilities, and medical services. The State reimburses the County 50% for any expenditures made for this.

*Effective Rate, see page 18.

G. Food Stamp Issuance - Each county that determines eligibility for and issues Food Stamps charges the Department of Social and Rehabilitation Services an average cost per transaction, currently ranging from $ .60 to $1.10, to cover its administrative costs. The majority of counties operate on a cost per transaction basis, and approximately three counties contract with a bank or post office to issue Food Stamps and have a flat fee written into their contract. The State and Federal share 50/50 the costs for utilizing state personnel in Eligibility Determination, for Quality Control and State Office Administration. Issuance costs to the county are paid 100% by the county. The county is then reimbursed 50% by the United States Department of Agriculture through the state. Food Stamps outreach is funded 50% federally and 50% by third parties.

H. County Administration - The process of paying for administrative costs at the county level is time consuming. Counties receive reimbursement in varying amounts for any administrative expenses excluding salaries. This category provides the total amount of money to be reimbursed to the county for such expenses. The amount is figured quarterly from forms filled out by the County, and returned to the Department of Social and Rehabilitation Services' Fiscal Bureau. Food Stamps are different from and have no connection with other administrative costs. The County pays 100% of Food Stamp Administration and is then reimbursed 50% by the United States Department of Agriculture through the state. The County and Federal governments share 50/50 of the Food Stamp eligibility and issuance costs.

I. Non-Resident General Assistance - This program provides a standard of subsistence to needy persons who do not meet the county residence requirements for General Assistance. The County provides assistance such as money, food and gas directly to the client. The State is then billed by the County for all of these expenditures. The rationale behind having the State pay all non-residence claims from the counties is to eliminate the practice of one county sending such clients to another county more financially well off. Such practice resulted in some counties being greatly overburdened with payments for this assistance.

J. Postage (Redetermination) - Each county is reimbursed by the State for postage utilized in sending in redetermination reports. Redeterminations are done at least every six months. Postage for mailing warrants and medicaid cards is also reimbursable These expenses are not included under "H-County Administration" because the postage used for this area is 100% reimbursable to the County. If these costs were included under "H" the County would only receive 60% reimbursement.

STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

County Services Invoice

NOTICE DATE

Please identify this number on all correspondence and payments.

INVOICE NUMBER ▷

DUE FROM | County:

FOR MONTH OF ▷

Your county's share of the Department's Services for the month is itemized below. In addition the allowable credits shown have been deducted resulting in the net amount due the State. Supporting schedules are attached.

BILLING ITEMS

A. SALARIES AND BENEFITS	Regular		
	Homemaker		
B. TRAVEL	Regular		
	Homemaker		
C. FOSTER CARE	Regular		
	AFDC		
D. ASSISTANCE	AFDC		
	1st Payment		
	TOTAL CHARGES ▷		

CREDIT ITEMS

E. REFUNDS FROM INDIVIDUALS		
F. EMERGENCY ADC		
G. FOOD STAMP ISSUANCE		
H. COUNTY ADMINISTRATION		
I. NON-RESIDENT GENERAL ASSISTANCE		
J. POSTAGE (Redetermination)		
TOTAL CREDITS ▷		

AMOUNT DUE (Make warrant payable for this amount.) ▷

BILLING AGENCY

Authorized Signature | *Date*

Form 264 (9) Rev. 10-75

Lewis & Clark 25 COUNTY

EXPLANATION OF ADJUSTMENTS TO PAYROLLS ON BILLING

November 1975 DATE

CHECK NO.	EXPLANATION	DATE ISSUED	ADD	SUBTRACT	TOTAL
	AFDC PAYROLL CANCELLATIONS				
00751	Person A	10-01-75		$ 235.00	
02609	Person B	10-01-75		209.00	
02891	Person C	10-01-75		34.00	
03956	Person D	10-01-75		17.00	
03961	Person E	10-01-75		84.00	
03963	Person F	10-01-75		194.00	
03970	Person G	10-01-75		82.00	
					$855.00
	FOSTER HOME CANCELLATIONS				
FOSTER HOME ROLL					
00952	Reach, Incorporated for Person A	09-12-75		$ 58.50	$ 58.50

THE ABOVE CANCELLATIONS HAVE ALREADY BEEN DEDUCTED FROM THE BILLING.

GENERAL ASSISTANCE REPORT

THE COUNTY DEPARTMENT OF PUBLIC WELFARE GENERAL ASSISTANCE REPORT TO THE STATE DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

Each month the County Department of Public Welfare sends a report, referred to as the General Assistance* Report, to the Department of Social and Rehabilitation Services (SRS) by the 15th of each month. The report is compiled on four forms, by the person responsible for bookkeeping in the County Welfare Office.

The four forms are:

These two forms are sent to the Department of Social and Rehabilitation Services' Fiscal Bureau. Copies of these forms are given to the Bureau of Statistics and Research for use in compiling the monthly Statistics Report.

1. Form AD-29: REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES. This form is to be filled out by all counties requesting 100% reimbursement for General Assistance furnished nonresidents only. (See back of form A for instructions on proper completion, page 32.)

2. Form AD-31A: EMERGENCY ADC REPORT. This form is to be filled out by all counties giving Emergency Aid to Dependent Children assistance to receive 50% reimbursement for such expenditures. (See back of form B for instructions on proper completion, page 34.)

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* "General Assistance" is defined as payment from the County Poor Fund budget to provide assistance to meet basic needs, such as food, shelter, fuel and utilities, personal needs, and medical care. The County Welfare Departments administer such programs, according to the state standards, except that the County Boards of Public Welfare have the authority to adopt rules, regulations, and standards as may be appropriate to the locality.

The last two forms are specifically filled out to be used by the Bureau of Statistics and Research for the Department of Social and Rehabilitation Services' monthly Statistical Report.

These two forms are sent to the Department of Social and Rehabilitation Services' Bureau of Statistics and Research.

3. MDPW-6240: MONTHLY REPORT OF GENERAL ASSISTANCE CASES CLOSED. This form provides a tally of those cases which had been approved for and received general assistance subsistence, and have been closed, with the reason for closure, during the month. (See form C, page 35.)

4. MDPW-6241: MONTHLY REPORT OF PAYMENTS FROM COUNTY POOR FUNDS FOR MEDICAL CARE, GENERAL ASSISTANCE AND OTHER PURPOSES. This form provides a monthly total of payments made from the County Poor Fund for the following categories: (See form D, page 36.)

   A. Medical
   B. Burials - The family of the deceased may choose the funeral service they wish. The maximum amount allowed by a county for an adult burial is $475.00. The maximum burial refund the county can receive from Social Security is $255.00. The County Welfare Office has the choice of trying to get money for the burial from Social Security death benefits or from the estate of the deceased if there are no survivors.
   C. General Assistance (For Residents)
   D. Transient Relief
   E. Foster Care Supplementation
   F. Payments to Private Child-Caring Institutions
   G. Payments to other Institutions for Care of Children and Adults
   H. Other Office Expenses (Supplies, Equipment, etc.)

REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES

Form AD-29
(Revised Jan. 75)
(Previous Editions Obsolete)

COUNTY Lewis and Clark MONTH November 1975

1 Name	2 Number In Family	3 Date Entered State	4 Date Entered County	5 Date Service Provided	6 Voucher Number	7 Description Of Assistance	8 Amount
Person A	1	10-75	11-5-75	11-5-75	3686	Food order	$ 5.00
Person B	2	10-75	11-9-75	11-10-75	3690	Gasoline	3.15
Person C	7	8-75	8-75	11-17-75	3693	Gasoline	6.10
				11-17-75	3694	Propane	9.63
				11-17-75	3695	Food Stamps	9.00
Person D	2	9-14-75	9-14-75	11-17-75	3696	Food order	10.00
Person E	1	10-1-75	10-18-75	11-21-75	3697	Food order	1.32
				11-21-75	3698	Gasoline	6.30
Person F	1	5-75	11-75	11-26-75	3702	Food order	12.92
				11-26-75	3704	Clothing	16.00
				11-26-75	3705	Gasoline	14.00
TOTALS							$93.32

I certify that the information reflected above is correct and is supported by records on file in the County.

December 5, 1975
DATE SUBMITTED (Month, Day, Year)

See Reverse Side for Instructions

COUNTY DIRECTOR

31 Form A

REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES

Form AD–29
(Revised Jan. 75)
(Previous Editions Obsolete)

GENERAL INSTRUCTIONS

1. Required of: All counties requesting reimbursement for General Assistance furnished county nonresidents and some transients. If no assistance was given during a month, a report need not be submitted.

2. Definitions:
   - Nonresident: A nonresident is one who makes his home in the state with the intent to become a resident, but has resided in the state less than one year.
   - Transient: A transient is an individual who has signed a declaration that he/she is unable to pay for his/her own necessities or transportation and is enroute to a point outside of this state. The county may be reimbursed for the cost of transportation to return him/her to their state of residence or origin and medical expenses arising from **ACCIDENTAL INJURY.** A copy of the transient's declaration and medical bill, if applicable, must be attached to this form whenever transient reimbursement is requested.
   - Reference: Sections 71–302 and 71–308, R.C.M. 1947 as amended by House Bill 889, Montana Session Laws 1974, 43rd Legislative Assembly.

3. Period covered: The calendar month.

4. Date due: To arrive in the State office before the 20th of the following month.

5. Number of copies: Two copies to the Fiscal Bureau

* * * * * * * * * * *

SPECIAL INSTRUCTIONS

1. This is both a claim for reimbursement of County Expenditures for Nonresident General Assistance and transient assistance provided and a statistical report.
2. Column 1: List the name of the recipient or head of the family, even if the voucher was issued to another person, such as a vendor.
3. Column 2: Indicate the total number of members in the family; adults and children.
4. Columns 3 & 4: Self explanatory.
5. Column 5: Indicate the date the service was provided, **NOT** the date payment was made.
6. Column 6: All vouchers for a given family are to be listed together.
7. Column 7: Give a brief description of the assistance provided.
8. Column 8: Enter the amount of assistance provided.
9. Medical payments are NOT to be included as a General Assistance payment as they are a County responsibility, except for transient accidental injuries.
10. Interim Supplemental Security Income Payments may not be included unless and until the applicant has been determined to be ineligible for SSI.

Form AD-31A Emergency ADC Report
Division of Finance
7/71

Lewis and Clark County

November, 1975 Period Covered
(Month & Year)

	Month Warrant Issued (1)	Warrant Number (2)	Name of Recipient (3)	"X" if also ADC Grant (4)	No. of: Adults (5)	No. of: Children (6)	Amount: Maintenance (7)	Amount: Medical (8)
1	NONE	NONE	NONE				$	$
2							$	$
3							$	$
4							$	$
5							$	$
6							$	$
7							$	$
8							$	$
9							$	$
10							$	$
11							$	$
12							$	$
13							$	$
14							$	$
15							$	$
16							$	$
17							$	$
18							$	$
19							$	$
20							$	$
21							$	$
22							$	$
23							$	$
24							$	$
25							$	$
26							$	$
27							$	$
28							$	$
29							$	$
30							$	$
31							$	$
32							$	$
33							$	$
34							$	$
35							$	$
TOTALS							$ NONE	$ NONE

Total Amount (Col. 7 + Col. 8) $ NONE

I certify that the foregoing is correct:

December 5, 1975
Date Submitted (Month, day, year)

Norm Waterman
County Director

AD-31A - Emergency ADC Report

GENERAL INSTRUCTIONS

1. Required of: All counties giving Emergency ADC assistance. If no assistance was given during a month, a report need not be submitted.

2. Period Covered: The calendar month.

3. Date Due: Should arrive in the State office before the 20th of the following month.

4. Number of Copies: Original to Division of Finance and second copy to Division of Statistics and Research.

SPECIAL INSTRUCTIONS

1. This is both a claim for reimbursement of county expenditures for Emergency ADC and a statistical report.

2. Column 3: Give the name of the recipient or head of family, even if the warrant was issued to another person, such as a vendor.

3. All warrants for a given family should be listed together.

4. Column 4: If the family or members of the family received an ADC assistance grant during the month the warrant was issued, place an "X" in column 4. Also, place an "X" for recipients of ADC Foster Care.

5. Columns 5 & 6: Count the parents and children in the home. Include step-parents and step-children and recipients of aid from a different category.

6. Columns 7 & 8: Payments for medical care or to obtain medical care should be listed in column 8. Payments for food, shelter, clothing, and for all other non-medical purposes should be listed in column 7.

MDPW-6240
Rev. 1/75

Form C

State of Montana
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
Bureau of Statistics and Research

MONTHLY REPORT OF GENERAL ASSISTANCE CASES CLOSED

NOTE: Report only those cases which were approved for and received General Assistance Subsistence

COUNTY Lewis and Clark MONTH November 19 75

Closure Code Message	Reason for Closure	Total # of Cases (TALLY)
DTH	Death	
IRS	Employment of Recipient or Spouse	
IXH	Support from Other Person	
XIS	Support from Other Person Outside Home	
RSS	Receipt of or Increase in Social Security	11-2
RXF	Receipt of Other Federal Benefits	
RXS	Receipt of State or Local Benefits	
RNG	Receipt of Non-Government Benefits	
XIR	Other Change in Income or Resources	
IEN	Decrease in Requirements	
NBD	No Longer Blind, Disabled, or Incapacitated	
IPI	Admitted to Institution	
MOV	Loss of Residence	
CLP	Change in Law or Agency Policy	
NCL	Refusal to Comply with Proc. Req./lien	
NRR	Relative Responsibility	
XFE	Change Relative to Financial Responsibility	
XND	Other Basic Program Requirements	
ADM	Other Reasons	
XFM	Transfer to Medical Assistance	
XFF	Transfer to Another Assistance Program	

☐ NO CLOSURES FOR MONTH

Date: December 5, 1975 Signature: Norm Waterman Title: County Director III

MDPW 6241 Rev. 1/75 36 Form D

State of Montana
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Bureau of Statistics & Research

MONTHLY REPORT OF PAYMENTS FROM COUNTY POOR FUNDS FOR MEDICAL CARE, GENERAL ASSISTANCE, & OTHER PURPOSES

County Lewis and Clark Month of November, 1975

MEDICAL CARE

1. Physicians Services.....$ 160.50
2. Hospitalization.....$12,126.46
3. Drugs.....$ 820.92
4. Nursing Care.....$ None
5. Other Medical Care.....$ 107.00

6. BURIALS.....$ 600.00

7. GENERAL ASSISTANCE

CASES		PERSONS	AMOUNTS
2	Families	12	$ 29.25
6	Single	6	$ 314.38
TOTAL CASES		TOTAL PERSONS	TOTAL AMOUNTS
8		18	$ 343.63

8. TRANSIENT RELIEF

No. Cases 000 No. Persons 000

Amount $ 000

9. FOSTER CARE SUPPLEMENTATION $188.19

10. PAYMENTS TO PRIVATE CHILD-CARING INSTITUTIONS

No. of Children None $ None

11. PAYMENTS TO OTHER INSTITUTIONS FOR CARE OF CHILDREN AND ADULTS

No. of Persons None $None

12. ALL OTHER

Office Rent	$ 954.03
Office Telephone	$ 639.85
Other Expenses	$ 641.52
Food Stamp Administration	$ 907.50
	$
	$
	$

There should be no duplication of amounts reported for any of the above items.

FOR STATE OFFICE USE ONLY

TOTAL.....$

GENERAL ASSISTANCE.....$

Medical.....$

Burials.....$

December 5, 1975
Date

Norm Waterman County Director III
Signature Title

Lewis and Clark County

DEPARTMENT OF PUBLIC WELFARE
Telephone 442-2020

Order № 3713 Helena, Mont....., 19.....

To.....
PLEASE DELIVER TO

Name.....Household No.....

Address.....

GROCERIES ONLY — No Tobacco — No Liquor — No Beer

GROCERIES & NECESSITIES ONLY
No Tobacco—No Liquor—No Beer—No Pet Food
Lewis & Clark Co. Welfare Dept., Helena, MT. 59601

County Supervisor.

This Order MUST Be Attached to Invoice

2500-11-72-7123

At times the County Welfare Office authorizes assistance expenditures in the form of Food Orders, gas for cars, rent, clothing and so forth. These types of assistance are described on vouchers provided by the welfare office. For example, if a person is in need of food, a voucher would be written out to a grocery store with a specified amount of money to be spent. The person would pick out the food, and present the grocer with the voucher as payment. If a person needs help in paying rent, a voucher is sent to the landlord explaining that payment will be made by the county welfare office.

LEWIS AND CLARK COUNTY, Dr.

Your bill must be itemized on this form. Be sure to show date or dates of purchases.

TO.....

.....

Date or Dates of Purchase	Invoice or Requisition Number	This claim must be itemized, and requisition or receipt attached, before payment can be made.	Amount		
		LEWIS & CLARK COUNTY DEPARTMENT OF PUBLIC WELFARE 616 HELENA AVENUE HELENA, MONTANA 59601			

For value received, I hereby assign my right, title and interest in this claim to .....

Signed.....

Amount of Bill,

Amount Disapproved,

Amount Approved,

The undersigned says: that.....he is.....

If company or corporation, show above title or position of individual signing claim.

I certify that this claim is correct and just in all respects, and that payment or credit has not been received.

Date..... Sign Here.....

(THIS CERTIFICATION NEED NOT BE VERIFIED BY AFFIDAVIT)

These claim blanks are furnished by the County Auditor, Court House, Helena, Montana.

Both the grocer and landlord fill out claim blanks, with requisitions or receipts attached, to request payment. Copies of these transactions are maintained at the county welfare office.

STATE GRANTS-IN-AID TO COUNTY FOR WELFARE RELIEF ACTIVITIES

STATE GRANT-IN-AID TO COUNTY FOR WELFARE RELIEF ACTIVITIES

There are occasions when counties no longer have the funds to carry out their share of the responsibility for welfare relief. The Department of Social and Rehabilitation Services can by law aid such counties. The following conditions must exist in a county before a state grant-in-aid may be proposed as a solution:

1. The authorized mill levy with the total of the per capita tax and the income to the County Poor Fund from all other sources is inadequate. The County must levy the maximum mill of 13.5 for the Poor Fund before a grant-in-aid can be considered.

2. The county's proportionate share of any other welfare activity carried on jointly by the state and the county is inadequate.

3. Warrants upon the County Poor Fund can no longer be legally issued to meet charges due to inadequate funds.

4. The Board of County Commissioners is unable to declare an emergency for the purpose of providing additional funds or to provide additional funds from any other source.

5. All expenditures from the County Poor Fund have been legal.

The County presents proof to the Department of Social and Rehabilitation Services that all these conditions do exist. The Department may then authorize its director to issue a warrant to the county treasurer for general relief purposes.

The Board of County Commissioners shall immediately adopt an emergency budget upon receiving notice that a grant-in-aid has been made by the state. The Emergency Budget will appropriate the total amount of the grant-in-aid for the various expenditure classes in the Poor Fund, but the grant-in-aid money will be kept separate from the original Poor Fund budget. A separate series of warrants must also be used to disburse grant-in-aid funds.

The grant-in-aid money can be used for any county relief activity including medical aid, hospitalization, and so forth. However, no amount of the aid may be used for improving or constructing a county building or for furniture, equipment, and so on.

FORM REPORTS THE COUNTY SENDS TO THE STATE

FORM REPORTS THE COUNTY DEPARTMENT OF PUBLIC WELFARE SENDS TO THE STATE DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

The following listing of forms the counties send into the State Department of Social and Rehabilitation Services provides a brief summary of the purpose of each report. The numbering preceding the form titles corresponds to the numbering of actual copies of each form that follow at the end of this listing.

1. SRS-AD-21 CHECK REGISTER-FIRST PAYMENT IN COUNTY: This form is filled out and sent to the State SRS Fiscal Bureau at the end of every day that a warrant is issued. The "First Payment" refers to the county paying an individual the amount of assistance he is eligible for on a state warrant. Although money assistance is usually paid directly to the person from the State on a State check, when a person is eligible to receive assistance and it is too late to have his name given to the State, the County will make the first payment. The person's name will be placed on the list to receive his check directly from the State as soon as possible. This Register provides a means for the State to keep track of new persons receiving assistance, and a means of verification for reimbursement of the first payment to counties. (For further information refer to section on "Warrant Register and First Payments.")

2. SRS-AD-26 COUNTY BILLINGS SUPPLEMENT-FIRST PAYMENT IN COUNTY: This form provides a tabulation of warrants issued by the county on the State Account for Aid-to-Dependent Children Assistance First Payment for the month in question. The "Sources of Funding" section details the funding share each level of government has to pay for the various divisions of assistance.

3. SRS-AD-29 REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES: When a person who is a non-resident of the county and/or state, or a transient receives General Assistance from a particular county, that county shall be reimbursed by the State for the assistance it furnished. A transient may receive medical expenses arising from an accidental injury which will be included under General Assistance. However, all other types of medical payments will not be included as a General Assistance payment because they are a County responsibility.

4. SRS-AD-30 EXPENDITURES FOR COUNTY SUPPLIES, COMMUNICATIONS, RENT, ETC., FOR COUNTY WELFARE DEPARTMENT, CHARGED TO BUDGET KEY NO. 224; COUNTY WELFARE ADMINISTRATION EXPENDITURES (NOT REIMBURSABLE), OR EQUIVALENT ACCOUNTS ON COUNTY RECORDS.

5. SRS-AD-31 PER DIEM AND MILEAGE PAID TO COUNTY COMMISSIONERS WHILE SERVING AS A COUNTY BOARD OF PUBLIC WELFARE: The Board of County Commissioners, ex officio, is the County Board of Welfare. The members receive per diem and mileage when meeting to discuss public welfare matters. County funds are budgeted and used as payment for these expenditures.

6. SRS-AD-31A EMERGENCY ADC REPORT: The county sends this form in monthly to the State Department of SRS Fiscal Bureau as a claim for reimbursement of county expenditures for Emergency Aid to Families with Dependent Children. (Emergency ADC may consist of money payments, payments in kind for food, clothing, shelter, utilities, and medical services. Assistance is limited to a period not to exceed 30 consecutive days in one year. Families who are the victims of disasters such as a fire are eligible.) A copy of the report is sent to the Bureau of Statistics and Research.

7. SRS-AD-32 EXPENDITURES FOR SERVICES, MAINTENANCE AND OPERATION OF THE COURTHOUSE OR OTHER COUNTY-OWNED BUILDING IN WHICH THE COUNTY WELFARE DEPARTMENT MAINTAINS ITS OFFICES AND RECEIVED FREE RENT AND OTHER FACILITIES: This form is filled out quarterly by the county and lists such administrative expenditures as phone bills, office equipment basing payments, paper, maintenance and so forth. The State Department of SRS Fiscal Bureau receives the form, and uses it to figure out the cost of county's share (40%) and federal share (60%) for administration.*

8. SRS-AD-33 USE ALLOWANCE COMPUTATION FOR COUNTY WELFARE DEPARTMENT (USED ONLY FOR COUNTY-OWNED BUILDINGS): The Use Allowance form provides computation of the reimbursable costs to the county for office space and building use utilized by the county welfare department.*

9. SD-2 PUBLIC VOUCHER FOR PURCHASES AND SERVICES EXPLANATION OF ADJUSTMENTS TO PAYROLL ON BILLING:

10. MDPW-6240 MONTHLY REPORT OF GENERAL ASSISTANCE CASES CLOSED: This form provides information on cases which were approved for and received General Assistance, and the reasons for closure of such cases by month. The State Department of SRS Fiscal Bureau of Statistics and Research compiles this data for inclusion in the monthly Statistical Report.

11. MSPW-6241 MONTHLY REPORT OF PAYMENTS FROM COUNTY POOR FUNDS FOR MEDICAL CARE, GENERAL ASSISTANCE AND OTHER PURPOSES: This form provides information compiled by the State Department of SRS Bureau of Statistics and Research in its monthly Statistical Report.

12. MONTHLY REPORT OF CHECKS ON HAND: This form requires the counties to list the number of the first check written at the beginning of the month, and the last check written at the end of the month. This information is sent to the State Department of SRS Fiscal Bureau by the 10th day of the following month.

*See Policy Guidelines for use as outlined on Policy Letter dated January 1, 1976, page 63.

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

CHECK REGISTER

FIRST PAYMENT IN COUNTY
SRS AD-21

The Register provides a means for the State to keep track of new persons receiving assistance, and a means of verification for reimbursement to the counties.

The County Welfare Office fills out this form and sends it the Dept. of SRS Fiscal Bureau.

COUNTY: Lewis and Clark

DATE: December 1, 1975

(a) CASE NUMBER	(b) COUNTY WORKER NUMBER	(c) CHECK NUMBER	(d) PURPOSE OF PAYMENT 1st	2nd	PR	O	TA	(e) NAME OF PAYEE (Last, First, Middle Initial)	(f) NUMBER OF PERSONS ADULT	CHILDREN	(g) PAY-ROLL	(h) AMOUNT
516 72 8786	1223	25-1633	x					PERSON A	1	1	S	$227
516 48 7863	3099	25-1634	x					PERSON B	2	4	R	$348
516 52 6131	9208	25-1635	x					PERSON C	0	3	W	$7
554 52 3789	3099	25-1636	x					PERSON D	1	2	R	$221
517 32 5946	7186	25-1637	x					PERSON E	1	2	W	$95
517 62 5447	1223	25-1638	x					PERSON F	1	2	S	$184
516 60 1266	1223	25-1639	x					PERSON G	1	2	R	$148

The County Welfare Office fills out this form and sends it to the Dept. of SRS Fiscal Bureau at the end of every work day that a check has been issued.

In column (g) the abbreviation represent:

S-the payment is a State responsibility because the person is a non-resident, a transient, etc.

R-the person is a resident of the county or state, and the county will usually have the responsibility for payment.

W-the person is a ward of the federal government, usually an Indian and the federal and state governments will be responsible for payment.

44 No.1

INSTRUCTIONS FOR COMPLETION OF FORM AD-21 (REVISED 4/75)

1. A separate form will be prepared in duplicate daily for each day checks are written. Entries will be typewritten or very legibly printed. No more than one day's checks may be recorded on this form. However, if the number of the checks warrant, more than one sheet per day may be required.

2. The original must be submitted to the Fiscal Bureau via First Class Mail at the end of each work day in which checks were written.

3. Enter the county name and date for which the check register is prepared in the appropriate places.

4. Enter the recipients I.D. number in column (a).

5. Enter the eligibility technician's number who is handling the case for each entry on the check register in column (b).

6. Enter the check number in column (c). The complete number, exactly as reflected on the check, including the prefix is necessary so that it may be keypunched.

7. Column (d) will be checked in the appropriate sub-column as to whether this is the first check (1st) or the second check (2nd) issued by the county, a refund of medically needy premiums (PR), or permitted corrections of errors on the monthly AFDC Payroll (0). The (TA) column will not be used.

8. Column (e) requires the payee's name to be written Last, First, Middle Initial.

9. Column (f) has two sub-columns in which the number of adults and/or number of children are covered by the payment. This is necessary for statistical data accumulation.

10. Column (g) is to reflect the payroll of the recipient, Regular, Ward, or State. Use "R", "W", or "S" as appropriate.

11. Enter the amount. Since checks are written in whole dollars only, do not enter cents.

FORM SRS–AD–28
(New 10/75)

DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

46
No. 2

COUNTY BILLING SUPPLEMENT

FIRST PAYMENT IN COUNTY

Lewis & Clark County

Date	Check Number	AFDC		UNEMPLOYED PARENTS		Indo-Chinese Refugee	Medical Needy Premiums
		Regular	State	Regular	State		
9/26/75	25-1564	$ 277.00					
9/30/75	25-1565 - 1578	1,345.00	$ 791.00				
10/1/75	00-3014,3015	264.00					
10/2/75	25-1579 - 1584	617.00	697.00				
10/8/75	25-1585, 1586	140.00	94.00				
	TWC #26214	$ 2,593.00	$1,582.00				
10/8/75	25-1587,1588	20.00	101.00				
10/10/75	1589,1590	71.00	81.00				
10/15/75	1591	184.00					
10/17/75	1592,1593	67.00	116.00				
10/21/75	1594 - 1597		242.00	$ 159.00			
		$ 342.00	$ 540.00	$ 159.00			
						The Total of Regular Payments is:	
						$2,935.00	
		2,593.00	1,582.00			159.00	
		342.00	540.00			$3,094.00	
TOTAL		$2,935.00	$2,122.00	$ 159.00			

SOURCE OF FUNDING

FEDERAL	63.2% →	$1,855.21	$1,341.32 (63.2%)	$100.50	← 63.2%		
STATE	24.5% →	719.96	780.68 (36.8%)	39.00	← 24.5%		
COUNTY	12.3% →	359.83		19.50	← 12.3%		
3rd PARTY							
TOTAL		$2,935.00	$2,122.00	$159.00			

NOTES

(1) All check numbers beginning with digits "00" are written in the State Office.

(2) All cancellations are denoted by a 〈 〉 symbol.

REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES

Form AD-29
(Revised Jan. 75)
(Previous Editions Obsolete)

COUNTY Lewis and Clark MONTH November 1975

1 Name	2 Number In Family	3 Date Entered State	4 Date Entered County	5 Date Service Provided	6 Voucher Number	7 Description Of Assistance	8 Amount
Person A	1	10-75	11-5-75	11-5-75	3686	Food order	$ 5.00
Person B	2	10-75	11-9-75	11-10-75	3690	Gasoline	3.15
Person C	7	8-75	8-75	11-17-75	3693	Gasoline	6.10
				11-17-75	3694	Propane	9.63
				11-17-75	3695	Food Stamps	9.00
Person D	2	9-14-75	9-14-75	11-17-75	3696	Food order	10.00
Person E	1	10-1-75	10-18-75	11-21-75	3697	Food order	1.32
				11-21-75	3698	Gasoline	6.30
Person F	1	5-75	11-75	11-26-75	3702	Food order	12.92
				11-26-75	3704	Clothing	16.00
				11-26-75	3705	Gasoline	14.00
TOTALS							$93.32

I certify that the information reflected above is correct and is supported by records on file in the County.

December 5, 1975
DATE SUBMITTED (Month, Day, Year)

COUNTY DIRECTOR

(See Reverse Side for Instructions)

47
No. 3

REIMBURSEMENT FOR COUNTY NONRESIDENT GENERAL ASSISTANCE EXPENDITURES

Form AD-29
(Revised Jan. '75)
(Previous Editions Obsolete)

GENERAL INSTRUCTIONS

1. Required of: All counties requesting reimbursement for General Assistance furnished county nonresidents and some transients. If no assistance was given during a month, a report need not be submitted.

2. Definitions:
   - Nonresident: A nonresident is one who makes his home in the state with the intent to become a resident, but has resided in the state less than one year.
   - Transient: A transient is an individual who has signed a declaration that he/she is unable to pay for his/her own necessities or transportation and is enroute to a point outside of this state. The county may be reimbursed for the cost of transportation to return him/her to their state of residence or origin and medical expenses arising from ACCIDENTAL INJURY. A copy of the transient's declaration and medical bill, if applicable, must be attached to this form whenever transient reimbursement is requested.
   - Reference: Sections 71-302 and 71-308, R.C.M. 1947 as amended by House Bill 889, Montana Session Laws 1974, 43rd Legislative Assembly.

3. Period covered: The calendar month.

4. Date due: To arrive in the State office before the 20th of the following month.

5. Number of copies: Two copies to the Fiscal Bureau

* * * * * * * * * * *

SPECIAL INSTRUCTIONS

1. This is both a claim for reimbursement of County Expenditures for Nonresident General Assistance and transient assistance provided and a statistical report.

2. Column 1: List the name of the recipient or head of the family, even if the voucher was issued to another person, such as a vendor.

3. Column 2: Indicate the total number of members in the family; adults and children.

4. Columns 3 & 4: Self explanatory.

5. Column 5: Indicate the date the service was provided, NOT the date payment was made.

6. Column 6: All vouchers for a given family are to be listed together.

7. Column 7: Give a brief description of the assistance provided.

8. Column 8: Enter the amount of assistance provided.

9. Medical payments are NOT to be included as a General Assistance payment as they are a County responsibility, except for transient accidental injuries.

10. Interim Supplemental Security Income Payments may not be included unless and until the applicant has been determined to be ineligible for SSI.

FORM SRS–AD–30
(Revised 12/75)
(Previous Editions Obsolete)

STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

No. 4

COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENDITURES

_____ County

County expenditures for Supplies, Communications, Rent, Utilities, etc., for the County Welfare Department

For the Quarter Beginning _____, 19__ and ending _____, 19__

MONTH	WARRANT NUMBER	AMOUNT	PAYEE	DESCRIPTION OF EXPENDITURE
AMOUNT FORWARD				

MONTH	WARRANT NUMBER	AMOUNT	PAYEE	DESCRIPTION OF EXPENDITURE
BROUGHT FORWARD				

FORM SRS--AD--31
(Revised 12/75)
(Previous Editions Obsolete)

STATE OF MONTANA
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

COUNTY WELFARE BOARD COSTS

Lewis and Clark County

For the Quarter Beginning July 1, 1975 and ending September 30, 1975

DAY AND MONTH	WARRANT NUMBER	MILEAGE			SALARY			NAME OF BOARD MEMBER	DATE(S) OF MEETING
		No. of Miles	Rate	Total Amount	No. of Hours	Hourly Rate	Amount		
July	17991			44.16				Commissioner A	July 2,16
July	17992			44.16				Commissioner B	2,16
July	17993			44.16				Commissioner C	2,16
August	18101			44.16				Commissioner A	6,20
August	18102			44.16				Commissioner B	6,20
August	18103			44.16				Commissioner C	6,20
Sept.	18228			22.08				Commissioner A	3
Sept.	18229			44.16				Commissioner B	3,17
Sept.	18230			44.16				Commissioner C	3,17
TOTALS FORWARD									

DAY AND MONTH	WARRANT NUMBER	MILEAGE			SALARY			NAME OF BOARD MEMBER	DATE(S) OF MEETING
		No. of Miles	Rate	Total Amount	No. of Hours	Hourly Rate	Amount		
BROUGHT FORWARD									

Form AD-31A Emergency ADC Report
Division of Finance
7/71

Lewis and Clark County

November, 1975 Period Covered
(Month & Year)

	Month Warrant Issued (1)	Warrant Number (2)	Name of Recipient (3)	"X" if also ADC Grant (4)	No. of: Adults (5)	No. of: Children (6)	Amount: Maintenance (7)	Amount: Medical (8)
1	NONE	NONE	NONE				$	$
2							$	$
3							$	$
4							$	$
5							$	$
6							$	$
7							$	$
8							$	$
9							$	$
10							$	$
11							$	$
12							$	$
13							$	$
14							$	$
15							$	$
16							$	$
17							$	$
18							$	$
19							$	$
20							$	$
21							$	$
22							$	$
23							$	$
24							$	$
25							$	$
26							$	$
27							$	$
28							$	$
29							$	$
30							$	$
31							$	$
32							$	$
33							$	$
34							$	$
35							$	$
TOTALS							$ NONE	$ NONE

Total Amount (Col. 7 + Col. 8) $ NONE

I certify that the foregoing is correct:

December 5, 1975
Date Submitted (Month, day, year)

Norm Waterman
County Director

AD-31A - Emergency ADC Report

GENERAL INSTRUCTIONS

1. Required of: All counties giving Emergency ADC assistance. If no assistance was given during a month, a report need not be submitted.

2. Period Covered: The calendar month.

3. Date Due: Should arrive in the State office before the 20th of the following month.

4. Number of Copies: Original to Division of Finance and second copy to Division of Statistics and Research.

SPECIAL INSTRUCTIONS

1. This is both a claim for reimbursement of county expenditures for Emergency ADC and a statistical report.

2. Column 3: Give the name of the recipient or head of family, even if the warrant was issued to another person, such as a vendor.

3. All warrants for a given family should be listed together.

4. Column 4: If the family or members of the family received an ADC assistance grant during the month the warrant was issued, place an "X" in column 4. Also, place an "X" for recipients of ADC Foster Care.

5. Columns 5 & 6: Count the parents and children in the home. Include step-parents and step-children and recipients of aid from a different category.

6. Columns 7 & 8: Payments for medical care or to obtain medical care should be listed in column 8. Payments for food, shelter, clothing, and for all other non-medical purposes should be listed in column 7.

Form AD-32 STATE OF MONTANA No. 7

County Lewis and Clark

Expenditures for Services, Maintenance and Operation of the Courthouse or other County-owned Building in which the County Welfare Department maintains its offices and received free rent and other facilities.

For the Period beginning July 1 19 75 and ending 9/30 19 75

Month	Warrant Number	Amount	Payee	Purpose of Expenditures
July	24658	$ 39.90	3 Rivers Telephone	Telephone
	24659	137.68	3M Business Products	Paper
	24714	42.90	Artcraft Printers	Letterhead
	24712	19.50	Capital Office Equip.	Repair
	24713	408.50	IBM	Service Agreement
	24665	954.03	Geo. McGaffick	July Rent
Aug.	24877	63.25	Artcraft Printers	Envelopes
	24760	25.00	AmPublic Welfare Assn.	Directory
	24761	27.00	IBM	Tape
	24805	822.00	Mountain Bell	Telephone
	24806	18.89	3 Rivers Telephone	Telephone
	24807	115.95	US Leasing Corp.	1st quarter payment on leasing equipment
	24808	25.64	US Leasing Corp.	Rental of Postage Mach.
	24809	24.00	Independent Record	Subscription
	24810	66.05	Thurber Printing	Office Supplies
	24811	8.75	D&E Lockers	Supplies, Augusta Office
	24812	8.60	Helena Stamp Works	Office Supplies
	24849	2.10	Farmers Union Oil	Extension Cord
	24759	954.03	G. McGaffick	August Rent
Sept.	24903	58.00	Pitney Bowes	Maintenance Service
	24905	10.00	M. Allen	Reim Stamps
	24921	770.85	Mountain Bell	Telephone
	24922	48.56	3 Rivers Telephone	Telephone
	24923	30.00	Pitney Bowes	Rental of Equipment
	24924	32.40	Naegeles	Bond Paper
	24926	91.95	Thurber Printing	Office Supplies
	24960	8.50	Helena Stamp Works	Office Supplies
	24902	954.03	G. McGaffick	Sept. Rent
	24904	1711.92	Capital Office Equip.	Desks, Chairs, Adding Machine
	24925	64.95	Tempo #8016	Instrumental Calculator
Amount Forward		$7,544.93		

(Over)

Month	Warrant Number	Amount	Payee	Purpose of Expenditure
Brought Forward				

Form AD–33
(Revised 12/75)
(Previous Editions Obsolete)

STATE OF MONTANA
SOCIAL AND REHABILITATION SERVICES

No. 8

USE ALLOWANCE COMPUTATION FOR COUNTY WELFARE DEPARTMENT

(used only for county-owned buildings)

A. HISTORICAL INFORMATION

1. Location of Welfare Office _____
(courthouse or other county building)

2. Street Address _____

3. City _____, Montana _____
(zip code)

4. Type of Construction (brick, stone, frame, etc.) _____

5. Year Constructed _____

B. COMPUTATION OF REIMBURSABLE COSTS

1. Office Space Computation (excluding hallways, stairways, etc.):

   (a) Total Square Feet of Office and Vault Space in Building. . . . . _____

   (b) Total Square Feet of Office and Vault Space Occupied by the Welfare Office . . . . . _____

   (c) Percentage of Total Office Space Occupied by the Welfare Office . . . . . _____

2. Building Use Allowance:

   (a) Initial Cost of Building (excluding land). . . . . $_____

   (b) Add: Capital Outlay for Additions and Improvements:
   (attach itemized list: vendor, dates, warrant numbers)

   (1) Year_____ Cost $_____

   (2) Year_____ Cost $_____

   (3) Year_____ Cost $_____

   (4) Year_____ Cost $_____

   Total Capital Outlays. . . . . $_____

   (c) Total Cost (items a & b) . . . . . $_____

   (d) Annual Use Rate (2%) . . . . . x _____ .02 %

   (e) Annual Use Allowance (c multiplied by d) . . . . . $_____

   (f) County Welfare Dept. Share ((e) multiplied by percent on Line 1 (c)) . . x _____ % = $_____

3. (a) Building Maintenance and Operation Costs
   (Form AD–32 for FY_____ attached) . . . . . $_____

   (b) County Welfare Dept. Share ((a) multiplied by percent on Line 1 (c)) . . x _____ % = $_____

4. Total Annual Amount Claimed (Lines 2 (f) and 3 (b)). . . . . $_____

   (a) Quarterly (amount on Line 4 divided by 4 quarters). . . . . $_____

   (b) Monthly (amount on Line 4 divided by 12 months). . . . . $_____

(CERTIFICATION ON REVERSE SIDE)

CERTIFICATION

I certify the information reflected on the reverse side of this document to be true and correct, as reflected on the accounting records of this county. I further certify that the costs reflected hereon have not and will not be used as matching for any other federal program.

_____
(County Clerk & Recorder) (Date)

I certify I have reviewed the information reflected on the reverse side of this document and all statements appear correct.

_____
(County Director) (Date)

No. 9

SD-2

PUBLIC VOUCHER FOR PURCHASES AND SERVICES

STATE OF MONTANA SOCIAL AND REHABILITATION SERVICES

TO: LEWIS AND CLARK COUNTY TREASURER (WELFARE DEPARTMENT)
(Payee)

Address COUNTY COURTHOUSE, HELENA, MONTANA

No. and Date of Order	Date of Delivery or Service	ARTICLES OR SERVICES (Enter description, Item Number of Contract or General Supply Schedule and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT	
				Cost	Per	Dollars	Cents
	11-75	POSTAGE PAID FOR STATE WARRANTS MAILED	28		.10	2.	80
	11-75	POSTAGE PAID FOR MEDICAID CARDS MAILED	30		.10	3.	00
	11-75	"POSTAGE DUE" PAID (REDETERMINATIONS)(see attached)				2.	65
				TOTAL		8.	45

The following certification must be made on both original and duplicate of the claim.

I certify that this claim is correct and just in all respects, and that payment or credit has not been received.

Signed _____ Title COUNTY DIRECTOR III

Date DECEMBER 1,1975

(Payee must NOT use this space)

I certify that the above articles were received in good condition, after due inspection, acceptance, and delivery prior to payment as required by law, or the services performed as stated; that they were procured under the contract numbered above or the unnumbered contract attached hereto, or that they were procured without written contract, in open market, and were necessary for the public service; and that the prices charged are just and reasonable and in accordance with the agreement.

Date:

Approved for Payment:
Date:

Activity

Paid by Check No _____, Dated _____, for $

MDPW-6240
Rev. 1/75

60
No. 10

State of Montana
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
Bureau of Statistics and Research

MONTHLY REPORT OF GENERAL ASSISTANCE CASES CLOSED

NOTE: Report only those cases which were approved for and received General Assistance Subsistence

COUNTY Lewis and Clark MONTH November 19 75

Closure Code Message	Reason for Closure	Total # of Cases (TALLY)
DTH	Death	
IRS	Employment of Recipient or Spouse	
IXH	Support from Other Person	
XIS	Support from Other Person Outside Home	
RSS	Receipt of or Increase in Social Security	11-2
RXF	Receipt of Other Federal Benefits	
RXS	Receipt of State or Local Benefits	
RNG	Receipt of Non-Government Benefits	
XIR	Other Change in Income or Resources	
IEN	Decrease in Requirements	
NBD	No Longer Blind, Disabled, or Incapacitated	
BPI	Admitted to Institution	
MOV	Loss of Residence	
CLP	Change in Law or Agency Policy	
NCL	Refusal to Comply with Proc. Req./lien	
NRR	Relative Responsibility	
XFE	Change Relative to Financial Responsibility	
XND	Other Basic Program Requirements	
ADM	Other Reasons	
XFM	Transfer to Medical Assistance	
XFF	Transfer to Another Assistance Program	

☐ NO CLOSURES FOR MONTH

Date: December 5, 1975 Signature: Norm Waterman Title: County Director III

SRS 6241
Rev. 1/75

State of Montana
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
Bureau of Statistics & Research

61
No. 11

MONTHLY REPORT OF PAYMENTS FROM COUNTY POOR FUNDS FOR MEDICAL CARE, GENERAL ASSISTANCE, & OTHER PURPOSES

County Lewis and Clark Month of November, 1975

MEDICAL CARE

1. Physicians Services.....$ 160.50
2. Hospitalization.....$12,126.46
3. Drugs.....$ 820.92
4. Nursing Care.....$ None
5. Other Medical Care.....$ 107.00

6. BURIALS.....$ 600.00

7. GENERAL ASSISTANCE

CASES		PERSONS	AMOUNTS
2	Families	12	$ 29.25
6	Single	6	$ 314.38
TOTAL CASES		TOTAL PERSONS	TOTAL AMOUNTS
8		18	$ 343.63

8. TRANSIENT RELIEF

No. Cases 000 No. Persons 000

Amount $ 000

9. FOSTER CARE SUPPLEMENTATION $188.19

10. PAYMENTS TO PRIVATE CHILD-CARING INSTITUTIONS

No. of Children None $ None

11. PAYMENTS TO OTHER INSTITUTIONS FOR CARE OF CHILDREN AND ADULTS

No. of Persons None $None

12. ALL OTHER

Office Rent	$ 954.03
Office Telephone	$ 639.85
Other Expenses	$ 641.52
Food Stamp Administration	$ 907.50
	$
	$
	$

There should be no duplication of amounts reported for any of the above items.

FOR STATE OFFICE USE ONLY

TOTAL.....$

GENERAL ASSISTANCE.....$

Medical.....$

Burials.....$

December 5, 1975
Date

Norm Waterman County Director III
Signature Title

MONTHLY REPORT OF CHECKS ON HAND

25 County

FOR MONTH OF 11 - 75

FIRST CHECK NUMBER AT BEGINNING OF MONTH 25-1605

NEW CHECKS RECEIVED DURING MONTH From# 0000 To# 0000

LAST CHECK NUMBER USED DURING MONTH 25-1632

THIS FORM IS TO BE SUBMITTED TO THE FISCAL BUREAU BY THE 10th DAY OF THE MONTH FOLLOWING THE MONTH BEING REPORTED.

STATE OF MONTANA
SOCIAL AND REHABILITATION SERVICES
Helena, Montana 59601

The Big Sky Country

THOMAS L JUDGE
Governor

THEODORE CARKULIS
Director

January 1, 1976

NEW POLICY

FROM: Centralized Services Division ADM--76--I

TO: County Board of Commissioners
County Clerk & Recorder
County Welfare Department Directors
Regional Representatives
Division Administrators

RE: Reimbursement for County Administrative Expenditures

1. This policy letter replaces New Policy letter, same subject, June 12, 1974, and is effective upon receipt.

2. At the present time, counties are reimbursed 60 percent of their reported administrative expenditures for the County Department of Public Welfare plus a portion of the maintenance and operation costs and use allowance if they are housed in a county-owned building. If the County Welfare Office is housed in a privately owned facility, the reimbursement is for the rental costs of the space occupied (see paragraph 4 e.). Specific instructions are contained later in this letter.

3. The amounts representing reimbursable costs incurred by the counties for administration of the County Welfare Department reported to the SRS Fiscal Bureau are, in turn, reported to the Department of Health, Education and Welfare (DHEW) and the Department of Agriculture (USDA) for reimbursement at the rate currently in effect. The county reimbursement is therefore dependent upon the acceptability of the expenditures by DHEW and USDA. The State will reimburse the counties 60 percent of the reported costs, as adjusted by the State, upon receipt of their claims based on the assumption that the costs are acceptable to DHEW. However, if exception is taken by DHEW to any cost so reported, the exception will be passed on to the county. This has not yet occurred, but the possibility always exists that the amount for some item claimed may be reduced or completely disallowed.

4. The following policies and procedures supersede all those previously issued on this subject. There are four (4) forms used to report the various types of expenditures (costs) for which the county is reimbursed. Each form, its use, frequency, required information and instructions is discussed separately.

   a. Form AD—30 (Revised 12/75) is used to report county poor fund administrative expenditures for the County Welfare Department. This form is completed quarterly and submitted to the SRS Fiscal Bureau not later than the last day of the month immediately following the end of the quarter; i.e., January 31, April 30, July 31 and October 31. Specific items of cost and their allowability are listed below:

(1) Estimated costs will not be included on this form. In order to be allowable, an actual expenditure of County Funds must have occurred. Items listed, which do not reflect a county warrant number, will be disallowed.

(2) Postage – Unless the County Welfare Department has a postage meter for its exclusive use or postage stamps are purchased for its exclusive use, postage costs reported must be fully documented. A log of postage used by all users of the postage meter or postage stamps must be maintained in order for this to be an allowable cost. Postage for the Food Stamp Program will be separately identified and reported on Form AD–38, Monthly Report of Food Stamp Issuance Costs.

(3) Copier Costs – Unless a copier is for the exclusive use of the County Welfare Department, reported costs must be fully documented. A log of all users of the copier must be maintained if this is to be an allowable cost. Copy costs for the Food Stamp Program will be separately identified and reported on Form AD–38, Monthly Report of Food Stamp Issuance Costs.

(4) Travel – **WILL NOT** be reflected on this form.

(5) Rent – May be reported only if the County Welfare Office is housed in other than a county-owned building. Square footage rental rates cannot exceed the established rates for like facilities in the local community.

(6) Utilities and Janitorial Services – Will be reported on this form only when the County Welfare Office is located in other than a county-owned building. **EXCEPTION** -- if the County Welfare Department is the sole occupant of a county-owned building, these costs may be reported on this form.

(7) Telephone – Costs of telephones used exclusively by the County Welfare Department are allowable.

(8) Equipment Maintenance and Repair – These costs are allowable for equipment used exclusively by the County Welfare Department.

(9) Supplies – These costs are allowable only if records are maintained to indicate that they are used by the County Welfare Office. If supplies are purchased exclusively for the County Welfare Office, the costs thereof are allowable. If supplies are drawn from a central store, evidence of receipt by the County Welfare Office must be maintained in order for the costs thereof to be allowable.

(10) Membership Dues and Subscriptions – Allowable only if it is an organization membership or subscription in an organization or subject directly related to the County Welfare Office mission. Individuals' membership dues or subscriptions are not allowable.

(11) Building Repairs and Maintenance – These costs can be reported on this form **"only"** if the County Welfare Department is the sole occupant of a county-owned building. Capital Improvements will not be included in this category.

(12) Equipment – These costs are allowable if reasonable and the items are for the exclusive use of the County Welfare Office. Items of equipment purchased will be listed on this form.

(13) Other Administrative Costs – These costs are allowable if they can be identified as specifically relating to the County Welfare Office operation.

The above list is comprised of those items most commonly reported, but is not to be considered all inclusive. Questions as to the allowability of any cost should be referred to the SRS Fiscal Bureau (449–3130).

b. Form AD–31 (Revised 12/75) will be used to report allowable salary and mileage costs of the County Welfare Board Members. No other expenditures may be reported on this form. In order to act as a County Welfare Board, at least two members must be present. The county commissioners are ex-officio county welfare board members. Section 71–214 of the Public Welfare Act states that the county commissioners "may transact business as a board of county commissioners and as a county welfare board on the same day, and in such cases they shall be paid as a board of county commissioners, but shall in no case receive compensation for more than one day's work for all services performed in the same calendar day." We interpret this to mean that we may report to DHEW and reimburse only for that time spent actually transacting welfare business. This equally applies to mileage allowances. Care must be exercised to assure that only the amount chargeable as a welfare board is reported. This form is to be completed quarterly, signed by the Board Chairman and County Welfare Department Director and submitted to the SRS Fiscal Bureau not later than the last day of the month immediately following the end of the quarter; i.e., October 31, January 31, April 30, and July 31.

Travel by county welfare board members conducting welfare business, other than to attend regular or special county welfare board meetings, must be claimed on a State Travel Expense Voucher, Form DA–101. The county will be billed 50 percent of these costs, except where other arrangements have been made with the State.

c. Form AD–32 (Revised 12/75) is designed to report repair, maintenance, and operation expenses for county-owned buildings in which welfare offices are housed, except where a County Welfare Department is the sole occupant of a county-owned building, these expenses will be reported on Form AD–30. The Form AD–32 will be completed as of June 30 each year and reflect costs for the prior fiscal year, i.e., a form prepared June 30, 1975, would include expenditures for these expenses for the period July 1, 1974 through June 30, 1975, and will be submitted with the Form AD–33 (see paragraph d). The information reflected on this form will be used as the basis for determining the quarterly amount of repair, maintenance, and operation costs to be reported to DHEW with the one exception noted above. The Prorata Share [1] of insurance costs for liability, fire and comprehensive insurance on the building housing the welfare offices are allowable; however, any other insurance would be questionable. When insurance costs are reflected on the AD–32, the specific coverage of the policy involved, annual premium and dates of policy period, must be reflected under the "Description of Expenditures" column.

d. Form AD–33 (Revised 12/75) Use Allowance Computation for County Welfare Departments must be completed annually or whenever the amount of space occupied by the County Welfare Office increases or decreases. Part II, Appendix C. Section 74.175 of the Sub-Title A of Title 45 of the Code of Federal Regulations is quoted in part. Paragraph 11, Depreciation and Use Allowances...."a. Grantees may be compensated for the use of buildings, capital improvements, and equipment through use allowances or depreciation. Use allowances are the means of providing compensation in lieu of depreciation or other equivalent costs. However, a combination of the two methods may not be used in connection with a single class of fixed assets."

[1] Prorata Share means the proportion of cost based on square feet of space occupied by the County Welfare Department in relation to the total square feet of office space in the building.

We are a single State Agency administered system and all county-owned buildings in which welfare offices are located are "a single class of fixed assets". Therefore, the use allowance system will be used throughout the State. An annual use allowance of two (2) percent of the acquisition and capital improvement costs of county-owned buildings in which welfare offices are housed will be used as the base against which the percentage of space occupied by the county welfare office will be applied. There will be no allowances for depreciation. When a county purchases a building and/or makes capital improvements to a building in which the County Welfare Office is housed, the county will be reimbursed sixty (60) percent of the Prorata of the quarterly use allowance each quarter. There are no provisions for obtaining a one-time total reimbursement for new buildings or capital improvements. If the county purchases a building exclusively for the welfare department's use, the county can be reimbursed for 60 percent of the annual use allowance (2%) on a quarterly basis. DHEW will not directly participate in the purchase of a building. Also, unused or excess office space may not be claimed for reimbursement.

In order for the county to receive reimbursement for the use allowance, a Form AD–33 must be prepared as of July 1 each year or whenever there is an increase or decrease in the space occupied by the welfare office. Each Form AD–33 prepared as of July 1 must be accompanied by a Form AD–32 reflecting the prior fiscal year's expenditures for operation and maintenance of the welfare office. Those Forms AD–33 submitted other than as of July 1, for increases or decreases in the space occupied by the County Welfare Department, need not be accompanied by a Form AD–32. The Form AD–33 must be signed by the County Clerk and Recorder and County Welfare Director

The Form AD–33 is largely self-explanatory; however, the following rules must be observed in its preparation.

(1) Section B, Item 1. Use only office and vault space in use for this computation. Do not include hallways, storage rooms, unused office space, toilets, foyers,etc.

(2) Section B, Item 2(a). DO NOT include the cost of the LAND.

(3) Section B, Item 2(b). If any costs are listed, an itemized list reflecting Vendor, dates, warrant number for each individual expenditure will be attached.

5. The submission of these forms is required only if the county desires reimbursement for County Welfare Department costs. If the County Board of Commissioners elects not to receive reimbursement for any of these costs, the forms used to report them need not be submitted.

Ronald K. Brown
Administrator

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